

REVIEWER GUIDE TO CSR-eCD

REGISTRATION IN THE CSR-SECURE EMAIL

You should have received an email containing a link to the CSR-SEFT (CSR Secure Email and File Transfer System). CSR-SEFT is an easy to use, friendly, and secure email system that allows SROs to send confidential information and review material to reviewers in other institutions using a secure server. The messages and attached files are kept on the secure server until the recipient logs into the system to read or download the confidential information or material sent to them.

The message contains a link to the CSR-SEFT where the eCD zip file is available to download. To access CSR-SEFT to download the eCD zip file to your computer perform the following steps:

1. Click on the link contained in the SRO email message or copy and paste it in the browser you are using (Internet Explorer and Firefox are the preferred browsers).
2. Once you click on the link you will be directed to the CSR-SEFT login page. As this is a new system customized recently for CSR use, all reviewers are new users. Thus, your user name (your email address) is not yet registered and needs to be registered into this new system. The "User Registration" screen (Figure 1) will be the screen that will be available to you after you click on the link provided in the email message.
3. To register your password you will need:
 - a. Include your first name, middle name, last name and how your name should be displayed (this step is optional)
 - b. Create a password you want to use. NIH requires password to contain at least 8 characters and be a mixture of capital letters, lower case letters, numeric characters, and special characters.
 - c. Confirm the chosen password
 - d. Choose a password reset question, enter the answer to the password reset question and a hint to remember it in the future

Figure 1 –CSR- SEFT User registration screen

4. Once you finish, click on “Register” at the bottom of the page. A new screen will open thanking you for registering and stating that a message was sent to your email and that you need to follow the instructions to activate your account.
5. Close the browser.
6. You should receive an email inviting you to activate the account. Figure 2 contains a sample activation email. Click on the link provided in your email to activate the account and follow the instructions to complete the activation process. Once your account is activated you can login and retrieve your message.

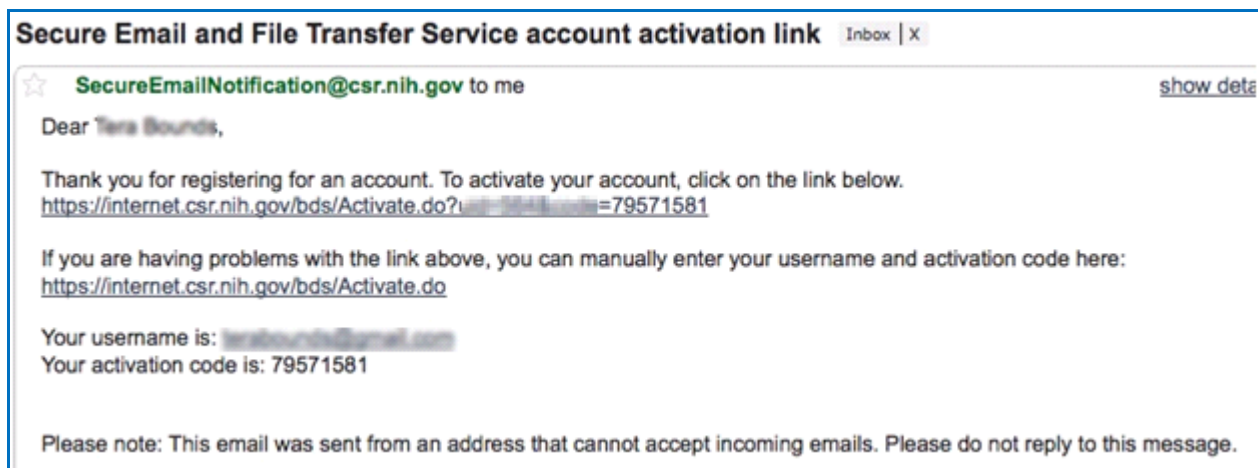


Figure 2 –CSR- SEFT Email activation sample